

MENTAL HEALTH CENTER  
Minutes of the Board of Directors' Meeting  
Thursday, April 28, 2016

The regular meeting of the Governing Board of Directors of the Mental Health Center was called to order at 11:00 a.m. at the Billings Mental Health Center Administration Building, 2501 4<sup>th</sup> Ave. N., by Bill Kennedy (Yellowstone County). Other Board members present were: Carl Seilstad (Fergus County) Vice Chair, Jo Shipman (Member at Large), George Real Bird (Big Horn County), Bryan Adolph (Musselshell County), Chris King (Petroleum County), Gerald Dell (Stillwater County), Tom Bennett (Wheatland County), Dee Holley (Family Advocate), Dr. Carla Cobb (Member at Large), and Jani McCall (Member at Large). Board members absent: John Grewell (Carbon County), Jim More (Judith Basin County), and Susan Mosness (Sweet Grass County). Staff members present were: Barb Mettler, Executive Director; Carl Eby, Associate Director; Alisha Belmontez Interim Finance Director; and Kittie Hicks-Strong, Support Team Coordinator.

The meeting was called to order at 11:00 a.m. by Bill Kennedy.

The agenda for the April 28, 2016 meeting was amended to have the committee reports listed under "Continuing and New Business. Tom Bennett moved; Jani McCall seconded. The amended agenda was approved unanimously.

The Minutes for the March 25, 2016 meeting were approved unanimously. Carl Seilstad moved; Bob Lehfeldt seconded.

Executive Director's Report: Barb reported that the "Art for Hope and Solutions" will be held Monday, May 16 from 5:30 – 7:30 p.m. at Kennedy's Wine Market and Deli. There are raffle tickets being sold for \$10.00 each for a donated painting. In addition to hosting the art show, Kennedy's Wine Market and Deli are sponsoring a fundraising event through May, June and July 2016. 10% of any purchases at Kennedy's during that time frame will be donated to the Mental Health Center. \*The All Staff meeting was held Friday, April 22. The "Run, Hide, Fight" presentation was very informative. Barb heard very positive feedback from employees and felt it was good for employee morale. The cost for the All Staff was approximately \$1,200.00 – the funds were donated specifically for an All Staff meeting. The speaker cost \$200.00 and we gave out ten \$10.00 cash prizes. First Interstate lets us use their facilities at no cost. Barb felt meeting quarterly or even three times a year would be beneficial. \*Currently we have no contract from the jail. Barb said she has had a meeting and is re-thinking our role in this. It is very difficult to recruit for this position. Jennifer Donovan reported that she has sent out 1,490 letters to recruit. Bill Kennedy felt it may be helpful to give current Mental Health Center employees an incentive to work at the jail. Recruiting from the colleges was discussed. Jennifer stated we get quite a few interns from the college. The Internship program is very beneficial for us. \*Barb reported that she has a conference phone call set up with Scott Malloy with the Montana Healthcare Foundation to discuss requesting funds to go through the process and become a Certified Mental Health Center. Currently we are working with two other Mental Health Centers on this undertaking. \*We are looking at finding a grant through Montana Healthcare Foundation to fund an individual to do a community survey and identify gaps in coverage and where we could share personnel and collaborate with other facilities. If we were awarded this grant we would then apply for another grant to implement the findings from the survey. The Mental Healthcare Foundation was discussed. It was felt they could help us get an expert to get us Certified without a grant. \*We are still pursuing the SAMSA grant with Rocky Mountain Tribal Leaders Council. The grant is due in June and we may not hear anything back for three or four months. \*Carl Seilstad was concerned the hospital in Lewistown was competing with us. Carla Cobb felt it was a complimentary situation. They provide short-term counseling and refer serious mental health issues to the Mental Health Center. \*Barb said we had a last minute licensure issue that came up and she sent a letter to Steve Bulloch. Shortly after the letter was sent the Licensure Bureau called and apologized for the short notice.

Finance Director's Report: Alisha Belmontez handed out detailed financial reports to the Board. She presented the financials to staff at the All Staff meeting. Alisha reported that March was a good month. Productivity was up – especially in the Outpatient department. Our staff numbers are currently low but with the increase in productivity our numbers look good for March. We will have three payrolls expensed out in April which will affect our bottom line numbers. She is hoping to end this fiscal year in the black. Bill Kennedy asked about the \$175,748 that is in savings. Alisha said that \$160,000 of the savings is from the sale of our property located on 708 N 31<sup>st</sup>. The rest of the money in savings is from our Medicare payments. To date we have no line of credit, however we have extended our availability to have a line of credit for one more year. New View has been disbanded and the clinician, John Schaak, has moved to our

location at N. 29<sup>th</sup>. He has been very productive since the move. Barb is still working on getting us out of the contract lease. We have one year left on the lease at the cost of \$1,900 per month.

Human Resources Director's Report: Jennifer Donovan reported that the psychiatrist position we are recruiting for has had 1,948 exposures in one week, 92 people have viewed it, and one person has applied. She has sent 773 letters to APRN's and 1400 letters regarding the jail position. The letters go to everyone who is actively practicing. Jennifer has heard talk about psychologist being allowed to prescribe due to the psychiatrist shortage. Jennifer said we are beginning to work with our satellite communities to get our numbers up so we will qualify for loan repayment in those locations. We have two recommendations to make two replacements in our 401k funds. Roni Kuzma of RBC Wealth Management will contact Jennifer to discuss. Carl Eby reported that Joe Chalupa has resigned from the HUB. At this time there are no plans to hire for that position. Carmen Gonzalez will absorb those duties and Mike Stuehm is the supervisor of the HUB. The HUB was discussed. The parking lot is cleaned up and people not engaged in services are asked to leave the premises.

#### Continuing and New Business:

Development Committee: Dee Holley reported the brochure is completed. They want to make sure everyone gets a copy of it. We are working with Dex on our website. They have assigned a Campaign Manager to us who will meet with Alisha. Supervisors will be able to get news and updates on our website. We will have the newsletter on there but we will still mail a copy out. Kathy McGowan is researching the possibilities of getting a Mill Levy for us. Getting more Vista workers at the Mental Health Center was discussed. It was felt it would be beneficial to add an hour to a board meeting and invite county Legislatures to the meeting and educate them on our services and the fees we are paid. Carl Seilstad wanted to inform the board that he attended the MDC Committee meeting and a motion was made to increase provider rates for Development Disability services. Carl opposed the motion since it didn't include a rate increase for all providers.

Personnel Committee: Bill Kennedy stated they are re-evaluating the organizational chart. They are adding a Compliance Officer to the chart; however we are not recruiting for this position at this time. Also – they are adding a Development Director under the Finance Director. This committee is will be looking at job descriptions for the Executive Director, Associate Director, and all Managers. The Managers will then formulate employee job descriptions. There should be a job description for the Executive Director and flow chart to vote on at the next board meeting. They also looked at the contract for lobbying services we have with Smith and McGowan. We pay \$3,700.00 quarterly. Pay for performance was also discussed.

Strategic Planning: This Committee will meet directly after this board meeting.

Finance Committee: Alisha Belmontez will have a preliminary budget in May and hopes to have the budget by June. Barb will talk to School District 2 regarding referrals to our facility. Working with Hutterite Colonies was discussed. It was felt this could help with grant writing.

It was discussed possibly forming a Facility Committee as that committee could help the Finance Committee planning for big ticket items needed in the future.

Advisory Board: Jo Shipman reported that the City Council proclaimed May to be Mental Health Awareness Month. NAMI needs to get their brochures to our facility. They had a garage sale and made \$6,000.00.

ESAA: Carl Seilstad reported that there are a number of people ready to term out and recruiting people to attend is challenging. Congress is set for May 17 from 9:00 a.m. – 4:00 p.m. Carl also informed the board that ESAA has \$45,000 per year from the state. There is a grant program and if the funds are not used the money is sent back to the state. Discussion was held as to how this money could be used. Dee Holley wondered if the Mental Health Center could write a grant to get funding for employee training, First Aid books, all staff training, any educational training for employees. Bill Kennedy and Barb Mettler will write a grant requesting funds.

Jennifer Donovan handed out copies of three policies for Board approval.

Conditions of Employment – The probationary period for Managerial Staff has been extended for one year.

Employment Grievances – An employee in probationary status cannot file a grievance.

Disaster Plan – The State requires that we have a disaster plan. One of the requirements of the plan is that we have an emergency box with supplies in case employees need to stay the night at the Mental Health Center due to a disaster.

Motion – Carl Seilstad moved to approve all three policies. Dee Holley seconded. Jo Shipman opposed. The motion was passed.

Set next meeting date: The next meeting will be May 26, 2016 at 11:00 a.m. The Finance Committee will meet at 10:00 a.m.

Adjournment: There being no further business, Bill Kennedy, Board Chair, adjourned the Governing Board meeting at 1:00 p.m.

Submitted by:  
Kitti Hicks-Strong, Clinical Support Coordinator

Jo Shipman, Governing Board Secretary